

10-1-1995

# Library Guide

Roger Williams University School of Law Library

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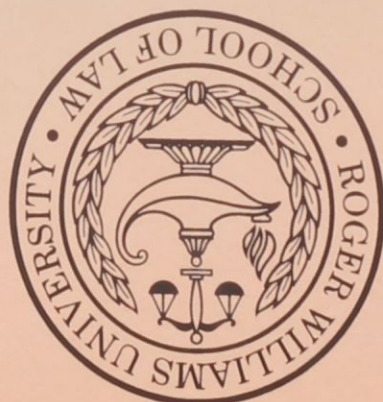
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## Recommended Citation

Roger Williams University School of Law Library, "Library Guide" (1995). *Library Guide*. Paper 3.  
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# *Library Guide*



School of Law

Roger Williams University

## INTRODUCTION

This *Guide* is designed to introduce patrons to the services, policies, and layout of the Law Library. While it answers some questions, patrons should feel free to ask any other questions they might have about the use of the Library.

The collection contains in excess of 160,000 volumes. Because an increasing number and variety of legal publications are produced in electronic format and because computers are used in many aspects of the modern law practice, the Law Library features the integration of technology into its collections and services.

Legal information is provided in the form of books and periodicals as well as in the form of microfilm, microfiche, compact disks, videotapes, interactive videodiscs, and online databases. The catalog and all other administrative functions are fully automated and installed wiring will accommodate the use of networked microcomputers throughout the library, including study carrels.

The entrance to the Library is conveniently located near the main entrance to the law school building. Its open design and academy-style furnishings provide an attractive, comfortable, and quiet place for study. There is a mixture of individual carrels and large tables. There are also several comfortable lounge areas and twelve group study and seminar rooms. This variety of seating and study options provides room for 383 patrons to pursue their academic endeavors.

The staff members, including six professional librarians, look forward to assisting you in pursuing your legal research through the use of the collection and the wide array of other resources they can provide.

*Gail I. Winson, Director*  
Fall, 1995



## ACCESS POLICY

The Roger Williams University School of Law Library is a private institution and serves primarily the faculty and students of the law school. University faculty, faculty from CRIARL member institutions, members of the bench and bar, and law students from ABA-approved schools are allowed to use the collection on the premises. Undergraduate students from Roger Williams, students from CRIARL member institutions, and other members of the community are allowed to use the Library by special arrangement with the Librarian.

## HOURS

Library hours for Fall and Spring semesters are as follows:

Monday - Thursday: 7:30 a.m. - Midnight  
Friday: 7:30 a.m. - 10:00 p.m.  
Saturday: 9:00 a.m. - 10:00 p.m.  
Sunday: 9:00 a.m. - Midnight

The Library observes special hours for Summer sessions, examination periods, intersession periods, and holidays. These hours will be posted on the board at the Library's entrance.

## CIRCULATION POLICY

Upon presenting a Law School ID card, law school faculty and students may check out library materials under the following circulation policies:

Two Hour Reserve - These materials, which include items on course reserve, hornbooks and nutshells, are checked out from the Circulation Desk and may not be removed from the Library.

Forty-Eight Hour Reserve - Fourth and fifth copies of hornbooks and nutshells are allowed to circulate outside the Library for a forty-eight hour period.

Three Week Circulation - Single volume monographs from the classified collection are allowed to circulate for three weeks.

Audiovisual Room and Study Room Keys - Room keys circulate for three hours and may be renewed in one hour increments subject to the Room Reservation Policy.

**RENEWALS.** Most items not requested by another patron may be renewed once.

**FINES** are accrued on overdue Reserve materials, including keys, at the rate of \$.50 per hour for each hour or portion of an hour that the Library is open. Fines are accrued on general circulation materials at the rate of \$.50 per day for each day.

Materials not returned after two notices are declared lost. The patron will be charged the price of the item, a \$5.00 processing fee, and the accrued amount of the fine.



## LIBRARY SERVICES

\* *CD-ROM PUBLICATIONS*. The Library subscribes to the CD-ROM periodical indexes *LegalTrac* and *WilsonDisc*. Both indexes are updated monthly and provide indexing for legal periodicals and newspapers published since 1980. Both are accessible through the student computer network and are also available on LEXIS and WESTLAW. A list of references can be quickly printed by the user.

Most other CD-ROM products subscribed to by the Library are also available through the student computer network. They can be accessed from computers in the general computer lab, through a PC located on the hexagon workstation in the Library, and from library carts using appropriately equipped notebook computers.

\* *COMPUTER-ASSISTED LEGAL INSTRUCTION*. As a member of the CALI Consortium, the Law Library receives over ninety legal education exercises covering many curricular subjects. These exercises, which are excellent study and review aids, are available in the student computer lab and may also be copied to use at home on personal computers. The Library also subscribes to several interactive videodisc programs which can be checked out from the Circulation Desk.

\* *COMPUTER-ASSISTED LEGAL RESEARCH*. The Law Library subscribes to West Publishing Company's WESTLAW and to LEXIS-NEXIS, a product of the Reed Elsevier plc group. There is a separate lab dedicated to each system with terminals provided by the respective companies. Contractual limitations imposed on law schools by both companies restrict access to current law students, law faculty and law library personnel. All students and faculty are given the opportunity to be trained on each system. Individual passwords are issued to eligible users. Access to the terminals is generally on a first come-first served basis. However, use of the labs can be restricted for instructional purposes and the Library

reserves the right to establish special reservation policies during peak use times.

\* *COMPUTERS*. The general computer lab, which is located in the Library, contains 27 networked microcomputers used mainly for word processing. The Lab is managed by the Computer Support Coordinator. Use of the Lab is limited to Law School faculty and students.

\* *INTERLIBRARY LOANS*. Law students and faculty in need of items not available in the Law Library's collection may request that an item be obtained from another library. The OCLC interlibrary loan system is used to request titles from other libraries throughout the country. Books borrowed from Rhode Island libraries are often delivered in one to two days by a service funded by the Rhode Island Department of State Library Services.

\* *MICROFORMS*. The microfiche and microfilm collections are housed in a separate room off the reference area in the front of the library. There are two reader/printers in the room which scan the microform image and print it out on a laser printer, providing very high quality printouts. Both machines are equipped with roll and fiche carriers, motorized image rotation, and zooming and focusing features. Copies are 10 cents per page and can be made by coin or by using the Law School I.D. card as a debit card.

\* *ONLINE SYSTEM*. The INNOPAC online catalog provides patrons with the ability to determine if the Library owns an item and to determine if it is available, checked-out, just received, or on order. The system can be searched by author, title, words in the title, subject, and call number. There are still some items that are not yet in the catalog. If you cannot locate an item, please ask for assistance.



The INNOPAC circulation system is fully integrated with the INNOPAC online catalog. This system supports all of the functions attendant to the circulating of library materials, including check-in and check-out, renewals, overdue notices, holds, recalls, course reserves, and fines. The Law School ID cards contain embedded patron bar codes and serve as borrowing cards.

**\* PHOTODUPLICATION.** There are two copiers available in the library for use by library patrons. Copies are 10 cents per page and can be made by coin or by using the Law School I.D. card as a debit account card.

**\* PHYSICAL ACCESSIBILITY.** Accommodations are included in the furnishings of the library for use of the facilities by patrons who are physically challenged. One section of the Circulation Desk is lower in height. Each of the computer labs has at least one surface which is high enough to accommodate a wheel chair. There are also study carrel spaces of wheel chair height and a lower surface for some of the stand-up online catalog stations. The circulation staff will also retrieve items from shelves when needed.

**\* REFERENCE ASSISTANCE.** Professional reference assistance is available during the academic year Monday through Thursday from 8:30 a.m. to 8:00 p.m. and Friday from 8:30 to 4:30 either at the Reference Desk or on call. Weekend reference service is available on Saturdays from Noon to 4:00 p.m.

Students are encouraged to meet with a reference librarian before starting a research project in order to obtain advice on how to begin their research and to learn what library services are available to assist them.

Librarians conduct orientation tours for all first-year students. Other tours of the Library can be arranged by contacting the Public Services Librarian. Students are given a copy of the library *Guide*.

**\* REFERENCE COLLECTION.** General legal and non-legal almanacs, directories, indexes, bibliographies, atlases, dictionaries, statistical source books, and other basic reference materials are kept in the Reference Collection. Usually only the most recent edition of a reference work is kept in Reference. Selected older editions are available in the general collection.

**\* RESERVE COLLECTION.** This collection includes course reserve materials, hornbooks, nutshells, interactive videodiscs, audio and video tapes, and back issues of general and legal newspapers. Older editions of many of the hornbooks and nutshells are available in the general collection.

**\* STUDY AND AUDIO/VISUAL ROOMS.** There are twelve small rooms which can be used for group study or audio/video review. Three of the rooms are equipped for videotape playback. One room is equipped for interactive video use and for videotape playback. The eight other rooms are primarily used for study groups. Use of these rooms is governed by the Room Reservation Policy.

Under the Room Reservation Policy, students, faculty, and staff of the Roger Williams University School of Law may reserve AV rooms for audio/visual playback or group study use and may reserve study rooms for group use. Advance reservations may be made for three hours per day and room use may be extended in one hour blocks. Individual law students may use the study rooms during times when the rooms are not reserved for group use. Reservations may be made by telephone. The reservation book is located at the Circulation Desk.

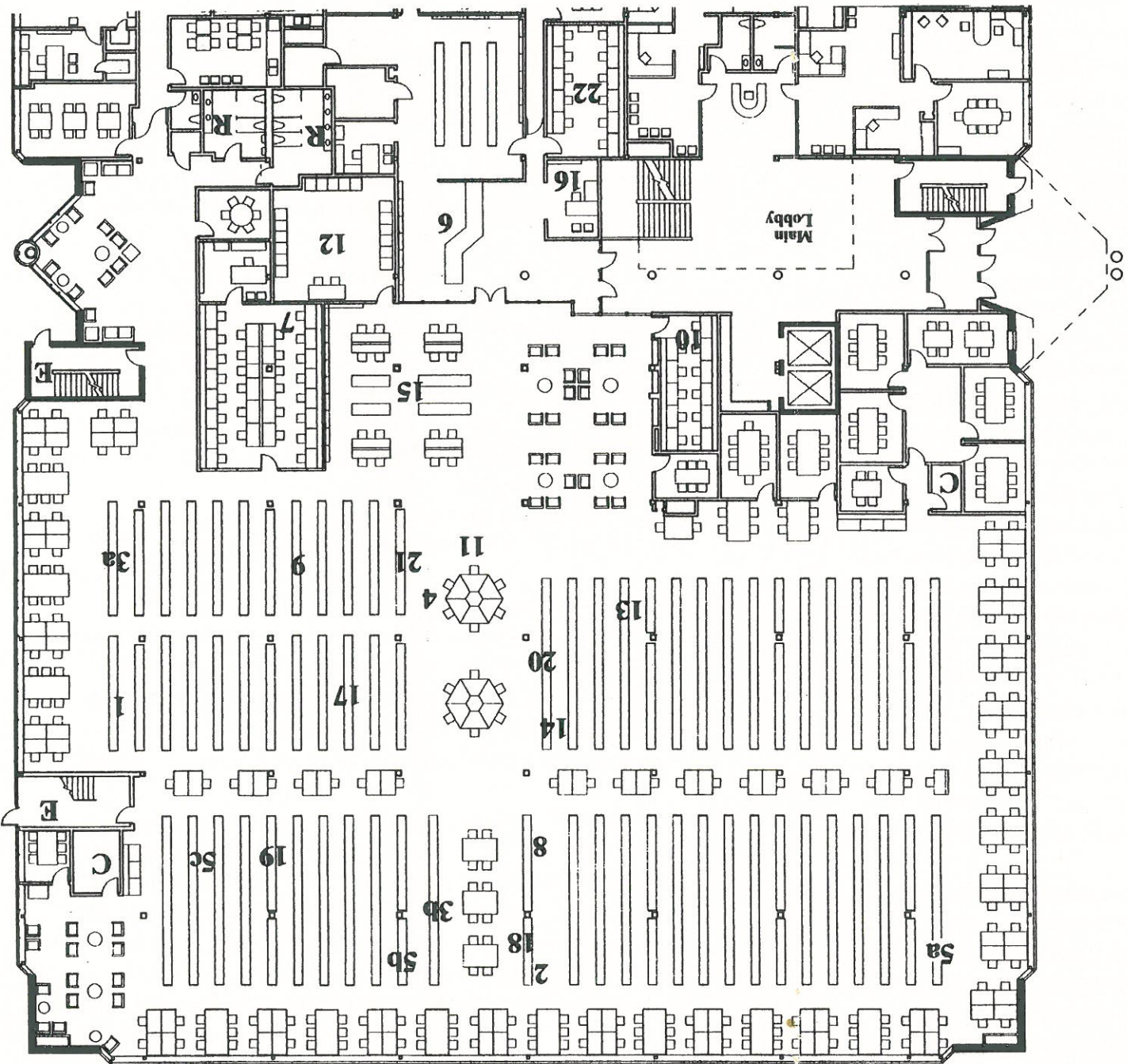
**\* SUGGESTION BOOK.** The Library maintains a book in the Reference area through which patrons may make suggestions and present questions to the Library staff.



# FLOOR PLAN & LOCATOR

1. American Digest System
2. American Jurisprudence 2d
- 3a. American Law Reports (1st - 5th & Fed.)
- 3b. American Law Reports (4th - 5th & Fed.)
4. CD-ROM Workstation
- Classified Collection
- A
- KF
- KFA
- Z
6. Circulation and Reserve Desk
7. Computer Lab
8. Corpus Juris Secundum
9. Federal Reporters
4. LegalTrac
10. LEXIS Lab
11. Online Catalog
12. Microform Collection
13. Periodical Collection
14. Periodical Indexes
15. Reference Collection
16. Reference Desk
17. Regional Reporters & Digests
18. Restatements of the Law
19. Rhode Island materials
20. Shepard's Citators
21. United States Statutes & Codes
22. WESTLAW Lab

C=Photocopier  
E=Emergency Exit  
R=Restrooms



## LC CLASSIFICATION OUTLINE

The Library uses the Library of Congress classification system to arrange the treatise collection. The following broad outline of that system may be of some assistance in locating materials.

A	General Works
B	Philosophy-Religion
D	History
E-F	American History
G	Geography
H	Social Sciences
J	Political Science
K	Law
KD	United Kingdom
KE	Canada
KF	United States
KFA-KFW	Individual state materials,
	Alabama - Wyoming
KJ	Europe
KK	Central Europe
KL	Southeastern Europe
KM	Soviet Union
KN	Asia
KQ	Southeast Asia
KR	Africa
KTA	Australia
L	Education
P	Language and Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
Z	Bibliography. Library Science

## LIBRARY PUBLICATIONS

In addition to this *Guide*, the Library prepares other publications designed to assist patrons.

A guide to the *Microform Collection* is available in the Micrographics Room and at the Reference Desk. It provides a listing of the microforms by type or set with a description of the materials, their scope and content, and any aids or indexes available.

*TimeSavers* is the Library's ongoing publication series. This series of bibliographies and guides provides information pertaining to resources available on selected subjects. The individual titles currently available in this series are listed below; other topics will be prepared as needed during the school year. Copies are available at the Reference Desk.

*Selected Bibliography for Law Review Writers and Editors* (no.1).

*Introduction to the Study of Law* (no.2).

*Materials on White Collar Crime* (no.3).

*Selected Bibliography for Legal Research and Writing* (no.4).

*Using Indexes to Legal Periodical Literature* (no.5).

*Materials on Appellate Advocacy, Brief Writing, and Oral Argument* (no.6).

The Library is also a regular contributor to *The Docker*. In each issue, the Library column may contain information on recent additions to the collection, research tips, or other topics of interest. Suggestions for publications and for column topics are welcome.



## LIBRARY RULES AND REGULATIONS

\* *FOOD AND BEVERAGES* are not allowed in the Library at any time. A cafeteria is available on the lower level of the Law School.

\* *LOST AND FOUND* is maintained at the Law School Reception Desk. Items found in the Library are promptly delivered to the Reception Desk.

\* *PAGING, MESSAGES, AND SIGNS.* The Library will not page patrons and does not take messages for patrons. Any messages or signs left in the Library will be removed. The Library will not accept personal items for "hold" or "pick up" for patrons or delivery services.

\* *PERSONAL SAFETY.* When the fire alarm sounds, library users must immediately evacuate the building through the fire exits.

\* *QUIET STUDY.* Patrons should respect the rights of others by keeping noise levels as low as possible. This policy applies to all areas of the Library except the circulation and reference desk areas.

\* *RESHELVING.* Library users are expected to reshelve their own books before leaving the Library.

\* *SECURITY SYSTEM.* The Law Library uses an electronic security system to prevent unauthorized removal of Library materials. Patrons in possession of improperly charged out materials will set off an alarm and trigger the locking mechanism on the security gate when attempting to exit.

\* *SMOKING* and the use of all other tobacco products is prohibited in all areas of the Library.

\* *TELEPHONES* located at the Circulation Desk, Reference Desk, and in Library offices are not for public use. Patrons in need of a public phone will be directed to the phones located outside the Law School elevators.

\* *UNAUTHORIZED REMOVAL, MUTILATION, DEFAECMENT, OR MARKING* of library materials or equipment is prohibited.

## LIBRARY STAFF

### Administration

*Gail Winson*, Director - B.A., Moravian College, 1966; M.S., Drexel Univ., 1970; J.D., Univ. of Florida, 1979.

*Kathy Meiggs*, Secretary - Diploma, Sawyer School of Business, 1983.

### Public Services

*Lucinda Harrison-Cox*, Public Services Librarian - B.A., Rutgers Univ., Camden, 1979; J.D., Washington and Lee Univ., 1982; M.S.L.S., Catholic Univ., 1990.

*Nanette Kelley*, Reference Librarian - B.A., 1977, J.D., 1980, Univ. of Maine; M.S.L.I.S., Univ. of R.I., 1994.

*Donna Miller*, Circulation Coordinator - Attended Worcester Junior College.

*Richard Segel*, Circulation Assistant - B.A., Roger Williams College, 1981.

*Pam Cabral*, Library Clerk - Mt. Pleasant High School, Business Degree.

### Collection Services

*Sharon M. Allen*, Collection Services Librarian - B.A., 1963, J.D., 1973, M.L.S., 1991, Syracuse Univ.

*Elizabeth Geesey Holmes*, Catalog Librarian - B.A., Lafayette College, 1987; M.S.L.I.S., Univ. of R.I., 1992; M.A., College of William and Mary, 1993.

*Stephanie Edwards*, Acquisitions Librarian - B.A., Univ. of Mass., Amherst, 1978; M.A., 1982, Ph.D., 1987, Bryn Mawr College; M.S., Drexel Univ., 1994.

*Elizabeth Tabor*, Acquisitions Assistant - B.A., Colby College, 1994.

*Kathleen MacAndrew*, Cataloging Assistant - B.A., Cal. State Univ., Long Beach, 1981; M.L.S., Simmons College, 1987.



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**LIBRARY TELEPHONE NUMBERS  
FOR ASSISTANCE**

Administration 254-4531  
Circulation/Information 254-4546  
Reference Librarian on duty 254-4547  
Interlibrary Loan requests 254-4548  
Requests for book purchases 254-4539

**ADDRESS**

Roger Williams University  
School of Law Library  
Ten Metacom Avenue  
Bristol, Rhode Island 02809-5171

The Library gratefully acknowledges  
the many gifts of legal materials which  
have enriched the collection. Potential  
donors are encouraged to contact the  
Director of the Law Library.